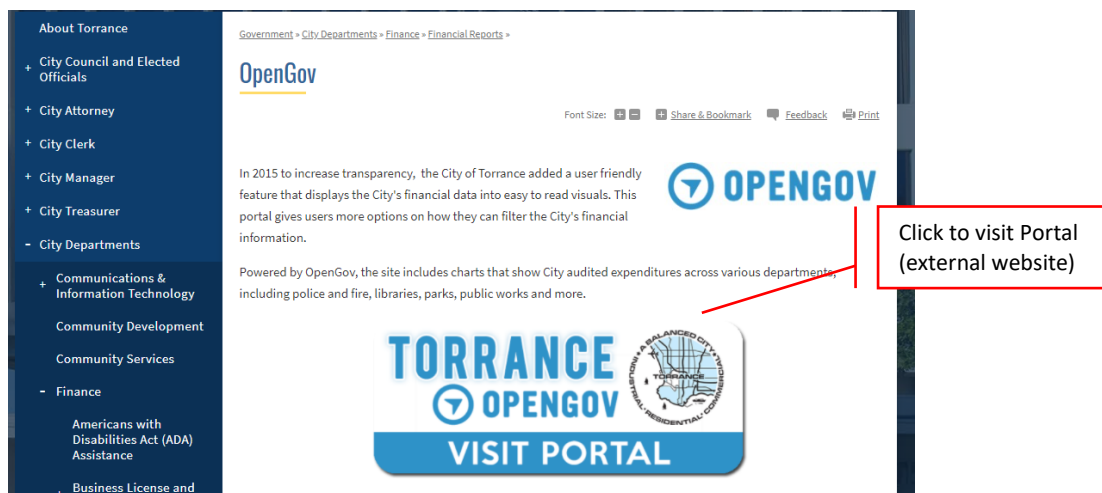


# City of Torrance

## OpenGov Transparency Portal

Citizens can access the City's financial information from the OpenGov Transparency Portal by visiting <https://www.torranceca.gov/government/finance/opengov> and clicking on the "Visit Portal" icon located toward the bottom of the page.



### Background

OpenGov is an online tool that can be utilized to publish budget information, actual revenue & expenditure activity, and other performance measures for the public. This information is shared through various **Reports** that can provide multiple **Views**. The **Views** feature allows anyone accessing the OpenGov system to tailor financial reports with specific information and organize the information in a particular way.

### Financial Reporting Structure

The City of Torrance's Chart of Accounts organizes the City's operations into the below:

- Fund Level
- Department Level
- Division Level
- Program Level

Within this structure, revenues and expenditures are broken out into numerous accounts, which roll up to different classifications using the following breakdown structure:

- Classifications
  - Revenue/Expense Accounts

Currently, the Annual Budget and Actuals Reports can be reviewed within the City's OpenGov Portal, with the most current and up-to-date information available. As we enter the budget review phase, City staff will make a third report available that will provide actuals and proposed budget data all together.

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## OpenGov Portal Navigation

1. The filtered 'Views' give the options to click through information by General Fund, Department, Project, etc. Additionally, users can select the 'Filters' tab to select specific parameters to present the information (refer to 7 below).
2. The report name is given at the top left, directly under is the 'Back' button allowing the user to view a previous view or filter and the 'Reset' button bringing the user back to the default view of the report.
3. Users can select the type of graph for the visualized data, how the data can be sorted, and click through the Revenue/Expense classifications to drill-down to more detail.
  - a. A stacked percentage graph to see percentage changes over time
  - b. A stacked line graph to visualize overall trends over time.
  - c. A line graph overlaying each trend over time.
  - d. A pie chart to view percentage breakdowns by year.
  - e. A bar chart comparing trends and percentage breakdowns over time.
4. Below any chart or graph, you can view a Table detailing the financial information in the visualization above.
5. Amounts relating to Actual Revenues/Expenditures are denoted by solid graphs and the amounts relating to the Budgeted Revenues/Expenditures are denoted by lines filling the graph. Users can also directly click on the specific year and revenue/expense from the graph to drill down for more detail by classification.
6. Use the Help drop-down in the top right corner to:
  - a. View a short How-To Guide with tips on navigating the platform.
  - b. Recall the Welcome Screen.
  - c. View a short Budget 101 briefing with basic information on multi-fund accounting.
  - d. Contact the administrators of the account.
7. Users can manually select the parameters in a report by clicking on the 'Filters' tab and choosing combinations of the specific Funds, Departments, Divisions, Programs, Account Types, or Projects. Once the user selects the specified combination, the data can be visualized and sorted.
8. The filtering functionality can also be used by clicking directly on the presented categories in the legend to the right of the data visualization. Users can keep drilling down by clicking the specific category until it reaches the GL account level.
9. The category can be changed by selecting the menu to the left under 'Broken Down by'
10. Data can then be sorted by:
  - a. A to Z (alphabetically by line item name)
  - b. Chart of Accounts (ascending GL code)
  - c. Large to Small (by account balance)
  - d. Small to Large (by account balance)

